

So, you've decided on the house, now what?

Once you have purchased your block of land (or it is under contract) you will want to get moving as quickly as possible with the process of relocating your home, renovation and ultimately, occupation.

Here is the checklist to assist you with the process all the way from the house purchase through to the house being relocated and stumped onto your land.

Step 1 Decide on your house and pay a deposit to secure it:

- Talk to our friendly staff about getting the 'right' house. Some questions to ask yourself are: Will the house fit on the land I have? Which direction do I want the living areas or bedrooms facing?
- You may like to do Pest inspection or building inspection independently for your own peace of mind.
- Pay a 10% holding fee to HRQ.

Step 2 Sign HRQ's contract ('House Purchase')

- You might like to have a solicitor look over the contracts so you are clear on all the details.
- The House settlement payment will be due within 21 days of your deposit being made. (refer to the House Purchase contract for the date)
- You have a 7 day 'cooling off' period from the day the contracts are signed.

Step 3 Sign Contract with House Removalist

- We have strong working relationships with several house removalists and have worked alongside them for many years. We will give you our recommendations, and in most cases we have already got quotes from the removalists for your house. Some of them can even manage your project from soil test, through the Council approval process, to delivery and stumping.

Please be aware that you may need the following:

- **Construction Insurance**
- **Public Liability Insurance**
- **And any other insurance your broker recommends – contact your local insurance broker to clarify.**

Engineer's plans and structural report:

Engineer basic costs will cover measure up, 1 set of draft plans, and one set full signed plans. Any additional work will cost more. The Engineer will get you to sign an agreement stipulating price and conditions before they proceed.

The Engineer will require the following information from you before he is able to begin his work:

Step 4 A **Soil Test** will need to be conducted on your block of land, where the house will be positioned.

This report will tell the Engineer the quality of the soil and it will help determine the depth and amount of stumps that will be required for your house. You will be able to find a contractor to perform the Soil Test by looking up **Soil Testing** in your local yellow pages.

Step 5 A **Contour Survey** will need to be made of your block of land. *(check if the Engineer requires this)*

This report will tell the Engineer the slopes of your land enabling him to position your house to suit your block and decide the necessary stump heights for the house. Your local council may already have the contour survey for your block on file and be able to supply you with a copy. If not, you will be able to find a contractor to perform the Contour Survey by looking up **Land Surveyors** in your local Yellow Pages.

Step 6a A **Site Plan** of the **block**

This is an outline of your block showing the boundaries and their measurements. Your Real Estate Agent should be able to supply you with this.

Or Step 6b A **Site Plan** of the **block and the House**

This is an outline of your block along with the position of your house.

You may choose to leave it up to the Engineer to decide where your house would be best positioned, or you may like to specify yourself where you would like the house to sit on the block. Please be aware that you will need to adhere to your local **council's side, front and rear Setbacks** and the **Building Height Plane** rules. You will also need to provide adequate **car parking space/s**. If you are unsure of these requirements, please visit your local council to ascertain what these allowances are in your area.

After the Engineer has received the Soil test, Contour Survey and the Site plan – they will draw up Basic **Draft Plans** of your house and land. These will be shown to you and at this point, any changes that you wish to make can be done now.

If you want the house High Set, make sure you have in mind a rough idea of what you want the downstairs layout to be. We can expand the space between stumps by putting in steel beams to support the bearers – this gives you a larger room, the larger the room, the bigger the steel beam. You may want to discuss this with Arthur and the team prior to discussions with the Engineer (remember: the more revisions of the draft plans you do, the more the costs add up. ☺)

It is best to know what you want from the outset and save money.

Once you approve the Draft Plans the Engineer will issue a full set of **Engineer's Plans** and a **Structural Report**. Any amendments to the plans from this time are at your cost also.

Council Approvals:

Step 7 Submit your plans to Council.

You will need to submit your plans to council for approval to relocate your house. Check with your local council as all areas have different requirements as to what approvals they require. Most will require a **DA** (Development Approval) and a **CC** (Construction Certificate). You may be fortunate and fall into the category of a **CDC** (Complying Development Certificate) which is faster and cheaper than a DA and comes with a CC included. (NSW only)

To assist you with the council applications you may choose to employ a consultant to help with having the application submitted accurately, and ultimately, approved as promptly as possible. Please look in your local Yellow Pages under 'Planners -Town and Regional Planning' or 'Engineers Consulting'.

We can also advise you of consultants in your area that we have worked with before.

Please be aware that some councils may also require you to lodge a bond until you have completed your house.

Step 8 Provide HRQ with a copy of the Council approvals as soon as it is granted.

This will enable us to begin arranging the **moving permits** and therefore delivery of your house at the earliest possible date.

Step 9 Make the first of the progress payment to the house removalist prior to move *as per your contract*. (See step 3)

Preparing your land **PRIOR** to the arrival of the house:

Step 10 Have the **site pegs** in place.

These are the pegs showing HRQ/the removalist where on the land the house will be situated. You can use a surveyor to put the survey pegs in place, usually the Surveyor who provided you with the Contour Survey. (step 4); You may choose to do this step yourself but please take into consideration that if you get the placement wrong, and council object, we will charge you an additional fee to re-site the building.

Step 11 Provide **fencing** around your block.

This will be a requirement for your insurance not only to keep the public safe (public liability) from what is now a building site, but also to protect your home from vandalism or theft. You will be able to use current border fences, if they are already on site, but will have to make sure the entire site can be closed in – in most cases some kind of portable security fencing will be needed. Please make sure you allow at least 4 meters on all borders from where the house will sit to enable easy access for the HRQ/removalist trucks and workers.

Step 12 Provide a **portable toilet**

This will need to be provided onsite and will most likely be a requirement of your council approvals. Please make sure it is well out of the way of the house relocation site.

Ideally you will also have power hooked up to a pole outside the building area. (Check with the removalist regarding best possible placement) You may also need to provide machinery to help pull the house into position. HRQ/the removalist will tell you more about this when he meets you onsite when he inspects your block for suitability.

Step 13 Transport Payment

- Time to pay the next transport instalment as per your contract with the removalist.

Arrival of the house:

Once all the pieces have been delivered to your land, the removalist will then align the house to your **site pegs** and sit the house on temporary blocks. The removalist will then join all the pieces back together, level and straighten your house. The roof is then replaced with either the original iron or with new iron (as per your contract). The removalist can also carry out a W41 upgrade (wind rating) if this is part of your contract, and part of your Council Approval.

Step 14 Organize a **Stump Hole Inspection**

You will need to organise a **Stump Hole Inspection** with your council when the removalist team have dug the stump holes. The removalist and HRQ will liaise with you at this stage to get timing right as we don't want any hold ups here. Once the stump holes are inspected and we have the approval in writing, they will pour the concrete to secure the steel stumps.

Step 15 The **Stumping payment** is now due. Please note: by the standard contract, the stump holes included are 450mm x 900mm, any variation required will be billed to you at the time of stumping. *(The engineer will specify the stump hole depth once he analyses the soil test and it will be listed on the plans) The variation covers the extra concrete needed as well as the time taken to dig holes and clean them out etc over and above standard.*

Possible additional fees may include: *(and will be invoiced to you at time of stumping)*

- Extra stumps for extensions (we can stand them at the same time as the house stumps to save you \$ later with a builder)
- Concrete pump allowance (if the building is under 900mm in height a pump will be required to fill the stump holes efficiently.
- Adjustable stump tops (may be a council requirement in your area)
- Additional stump hole depth or width (as per your council requirements and determined by soil test)

HRQ then lower the house onto steel stumps, set in concrete, and complete the tie downs.

Step 16 Practical completion is achieved and all final payments will now be due.

Upon final payment we hand over keys and if applicable, the Frame and Tie Down certificates.

Step 17 Book Council Inspections.

You will need to organize Council to come and do their pertinent inspections. These will vary per Council but mostly happen during the process of your renovation. Some examples can be the **Service Trenches Inspection** (Electricity and Plumbing) prior to cables / pipes being laid, **Driveway inspection** prior to concrete being poured etc. And ultimately the **Occupation Inspection** when everything is finished and you are ready to move in.

Please check with your Local Council or Consultant (as per step 7) as you don't want to go too far past a necessary council inspection and find you need to undo work that has already been performed.

Important things to Note:

- ❖ Please always refer to your contract. If you have any questions or need things clarified, phone the removalist or HRQ directly on 0423 478 434.
- ❖ As per our QBCC licence, we are not the primary builder on your job. Our licence covers us only when we are delivering and stumping. You are required to either provide an Owner Builder Licence or have employed a Head Builder to manage your job. The office has information sheets for Qld and NSW owner builder licences.
- ❖ All Payments are due as cleared funds in our account on the due date.
- ❖ You have a 7 day 'cooling off' period from the day the contracts are signed; any cancellation must be in writing and received within this period.